

SPECIAL BULLETIN

OFFICE OF TRAINING

No. 5-77

8 March 1977

INTELLIGENCE BRIEFING COURSE

DESCRIPTION

This new course is a consolidation of two former offerings--Intelligence Briefing/Conference Leadership and Effective Briefing. The final running of the latter is scheduled for 18 March - 20 May 1977.

Participants in the new course will learn proper briefing techniques by applying basic principles in the preparation and presentation of practice briefings. Students will prepare, organize, and present various types of briefings. These will be videotaped and will be critiqued by the instructor and co-students so that all participants will be able to identify their individual strengths and weaknesses in the briefing mode.

The course is open to Agency professionals who have briefing responsibilities or who anticipate such an assignment in the near future. Please address questions regarding the course to

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<u>DATE OF OFFERING</u>	:	4 April - 11 May 1977
<u>LENGTH</u>	:	Five weeks, two mornings per week, ten 3-hour sessions
<u>PLACE</u>	:	Chamber of Commerce Building
<u>FREQUENCY</u>	:	Six times per year
<u>CLASS SIZE</u>	:	16

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL REQUIREMENTS/
PREREQUISITES

: Codeword Clearance. If applicant does not have this clearance, he will be granted a temporary one for the course by the Office of Security

REGISTRATION DEADLINE:

Seven working days prior to the start of the course